

L A W S, O R D E R S, A N D R E G U L A T I O N S,

O F T H E

London.

M I D D L E S E X H O S P I T A L,

F O R T H E R E C E P T I O N O F

S I C K A N D L A M E P A T I E N T S,

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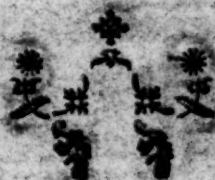
L Y I N G - I N M A R R I E D W O M E N;

Revised, and Digested under proper Heads,

By a COMMITTEE for that Purpose appointed at a Quarterly General Court, held the 3d of May, 1770.

R E A D, A P P R O V E D, A N D C O N F I R M E D,

At a SPECIAL GENERAL COURT, appointed for that Purpose.



1770

L O N D O N:

Printed in the Year M D C C L X X.

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LAWS, ORDERS, &c.

THE HOSPITAL, ITS TITLE, AND INSTITUTION.

TH A T this Charity be called the
MIDDLESEX HOSPITAL:
that it be instituted for the reception of SICK and LAME PATIENTS, and LYING-IN MARRIED WOMEN; to supply the indigent and laborious poor of both sexes, with advice, medicine, diet, lodging and other necessaries, when afflicted with sickness or any disorder; or, by accident, rendered incapable of supporting themselves and families: and to relieve the pregnant wives or widows of persons reduced, of distressed housekeepers, mechanics, sailors, soldiers, and of the labouring and industrious poor, at a time, when their condition, renders them useless to the public, and a burthen to their families.

B

The

*The President, Vice - Presidents,
Treasurers, and other Officers and
Servants belonging to the Hos-
pital.*

A P R E S I D E N T.

Six Vice-Presidents.

Two Joint Treasurers.

Four Physicians.

A Man-Midwife,

Four Surgeons,

A Chaplain.

An Apothecary.

A Secretary.

A Matron.

An assistant Matron.

A Collector.

A Porter.

An elaboratory Man.

A Surgery Man.

Nurses in Sick Wards.

Nurses in Lying-in Wards.

A Cook.

A house Maid.

A laundry Maid.

And other assistants when wanted.

The

The qualifications of Governors, Subscribers, and Contributors, their rights, privileges, and power of recommending patients.

That every Gentleman, or Lady, subscribing thirty guineas at one time, or three guineas annually, be entitled to recommend two lying-in women, and three sick and lame in-patients yearly, besides any number of out-patients.

That every Subscriber of fifty pounds at one time, or five guineas annually, be entitled to recommend five lying-in women, and five sick and lame in-patients yearly, besides any number of out-patients.

That every Subscriber of one hundred pounds at one time, or ten guineas annually, be entitled to recommend any number of lying-in women, and any number of sick and lame, in or out-patients, yearly.

That every Subscriber limited in the number of lying-in patients, may, instead of each lying-in patient, recom-

mend two sick and lame in-patients ; but that no Subscriber, except the President, shall have more than one in-patient of any kind in the house, or on the books at the same time.

That every Subscriber may send an out-patient between the board days, with a note to the Apothecary or House Surgeon, for such medicines or dressings, as the patient may want till next board day ; and every Patient so recommended, must attend between the hours of ten and twelve in the morning.

That every Subscriber of three guineas, or any sum under thirty guineas, annually, shall be a Governor of this Hospital ; and that every Subscriber of thirty guineas or upwards at one time, shall be a Governor for life.

That every Subscriber of one guinea, or any sum less than three guineas annually, may recommend one sick and lame in-patient, and three out-patients yearly ; and that those who have been Subscribers to this Hospital before the 11th of November,

vember, 1746, shall be entitled, by continuing their subscriptions, to every privilege of a Governor, except that, of recommending more patients than other Subscribers under three guineas.

That every Governor recommending a lying-in patient, may give a fresh letter, if the Patient neglects to attend within two Months after her being accepted by a Weekly Board.

That all persons made honorary Governors, be entitled to the same rights and privileges, as other Governors before mentioned; according to the number of asterisks prefixed to their names.

*Honorary
Governors.*

That the consideration of making honorary Governors, be always referred to a Quarterly General Court.

That the annual subscriptions be paid in advance for the current year, within twelve Months after they become due; and that every Subscriber in arrear, be not entitled to recommend any patient, nor to any privilege as a Governor, till his, or her subscription be paid.

That

That the President, Vice Presidents, and every Governor, besides the power of recommending patients as before limited ; have likewise a right to attend every General Court, Weekly Board, or Committee ; and to debate and vote on any question, and at every election.

That no Governor shall vote on any point wherein he is personally interested or concerned.

That every new Governor have a right, on paying his subscription, to recommend patients, to attend all meetings of the Governors, and to debate on all questions ; but not to vote on any question, or at any election, untill eight and twenty days after such subscription is paid in : nevertheless, every perpetual Governor shall be entitled exclusively to all rights and privileges of other Governors, immediately on payment of his benefaction.

That Ladies, Governors or Subscribers, may at any time visit the lying-in wards, and their visitation will be esteemed a favor done to the Charity.

That

That every Lady, being a Governor, shall have a right of voting on all elections by proxy ; provided such proxy be a Governor of this Charity, and that he deliver the Lady's vote in writing. A letter or note dated and signed by the Lady herself, and directed to the Court on the day of election, will also be regarded as her vote for the person named therein.

That no Governor be proxy for more than one Lady.

That the following form of a LEGACY be recommended to all benevolent persons who chuse to become Benefactors to this Charity, by Will.

ITEM. *I give and bequeath to A. B. and C. D. the Sum of upon trust, and to the intent, that they, or one of them, do pay the same to the Treasurer or Treasurers for the time being, of a Society, who now call themselves GOVERNORS of the MIDDLESEX HOSPITAL for the reception of sick and lame patients, and lying-in married women: which said sum of*
I desire may be paid out of

my personal estate, and be applied towards carrying on the charitable designs of the said Society.

GENERAL LAWS.

*Govern-
ment of the
Hospital.*

That for the well governing of this Charity, Quarterly General Courts, Special General Courts, Weekly Boards, Medical, and other Committees, be formed and regulated, as herein after declared under their respective titles, and that all Boards, and Committees be appointed by a Quarterly General Court.

That a Quarterly General Court be held at the Hospital, at eleven in the forenoon, on the first Thursday in the months of February, May, August, and November, in each year.

That Special General Courts be called at any time between the Quarterly Courts, either by order of a Quarterly Court, or of a Weekly Board, at the demand of the Treasurers, or any five of the Governors.

That

That all General Courts, and Weekly Boards, may appoint Committees, necessary for carrying on the business.

That the President, Vice-Presidents, and Treasurers be appointed members of all Committees.

That twelve Governors be appointed for a Weekly Board, to meet every Tuesday; and twenty for a medical Committee, including the Physicians, Man-Midwife, and Surgeons of this Charity, to meet every Thursday in each week.

That each Committee meet at the Hospital, at eleven in the morning precisely, or at any other convenient time; and that they interfere not with each other, but that their proceedings be reported separately to the next Quarterly Court.

That the proceedings of all Special General Courts, Weekly Boards, and Committees be referred to a Quarterly General Court.

That before the chair is taken at every General Court, and Weekly Board, the following form of prayer be first read by

C

the

the Chaplain, if present, and in his absence by the Secretary.

LET US PRAY.

“ Almighty and everlasting God, who
 “ hast taught us that all our doings
 “ without charity are nothing worth,
 “ pour into our hearts that most ex-
 “ cellent gift of charity, the very
 “ bond of peace, and of all virtues,
 “ without which, whosoever liveth, is
 “ counted dead before thee. We be-
 “ seech thee to send a double portion of
 “ thy blessing on the President, Vice-
 “ Presidents, and Governors of this
 “ Hospital, and on all those who are
 “ engaged in this great labour of
 “ love. Let thy favor and loving-
 “ kindness distill upon us as the dew
 “ of heaven; prosper all our councils,
 “ and crown our pious designs with
 “ continual success, through Jesus
 “ Christ our Lord, in whose most
 “ holy name and words we further
 “ call upon thee, saying, *Our Father,*
 “ &c.

That

That at all meetings for transacting the business of this Charity, the President being absent, the Vice-Presidents by seniority take the Chair; and that neither being present, a Chairman be chosen by majority of Governors.

Rules to be observed at all meetings of the Governors.

That the President, Vice-Presidents, Treasurers, Chaplain, Physicians, Man-Midwife, Surgeons, Apothecary, Secretary, Matron, and assistant-Matron be elected by the Governors at a Quarterly or Special General Court, and be subject to the rules and orders mentioned under the title of their respective offices.

Officers elected at a General Court.

That the President be chosen for life, and the Vice-Presidents and Treasurers annually elected; or continued in their offices at the Quarterly General Court in February.

That the Collector, Porter, Elaboratory Man, Surgery Man, Nurses, Cook, house-Maid, laundry-Maid, and other assistants, when wanted, be under the power of the Weekly-Boards; be appointed, hired, and discharged by them as they

Servants appointed by Weekly Boards.

think fit : and that they be subject to the General Laws, and to all the duties, rules, and orders mentioned under the title of their several employments, and that their annual wages be settled by a Weekly-Board.

That all questions be determined by holding up of hands, division, or ballot, if demanded by three Governors; and that on all occasions the Chairman have a double or casting vote.

That if disputes arise upon any question proceeding from the business of the day, at any General Court, Weekly Board, or Committee, such question be written and fairly stated by the Chairman, and determined by the majority.

That at all public meetings of this Hospital, every person speaking, address himself standing to the Chair.

That if two persons offer to speak at the same time, the Chairman direct which of them shall proceed; and that any Governor calling to order be first heard,

heard, on assigning sufficient reason to the Chairman for so doing.

That no General Court, Weekly Board, or Committee be adjourned, till the majority of Governors present, on the question being put and seconded, agree thereto.

That when the business is finished, the minutes of every meeting be read and signed by the Chairman.

That no person, except the Secretary, enter a minute, or write any thing in the minute books, without order of the Chairman presiding at every meeting, legally constituted, during the setting of such meeting.

That General Courts, Weekly Boards, or Committees, appointed for the purpose, shall order, contract, or agree for all buildings and improvements, as well as for all necessaries.

*Rules for
the ma-
nagement
of the Hos-
pital.*

That all drugs, medicines, materials and necessaries be bought from persons, who will furnish them at the cheapest rate, and that preference be given to Tradesmen who are Subscribers.

That

That no Tradesman, or inferior officer, employed, nominated, and under the direction of a Weekly Board, be dismissed without order of that Board, or a superior Court; and that no servant be discharged but by the same power; unless it should be found dangerous to permit such servant to continue in the house, till the ensuing Board day.

That every Tradesman serving the Hospital, do deliver in, with all goods, necessaries, &c. bills of parcels for the same; and any Tradesman neglecting to send them, or their quarterly accounts, when ordered, shall be discharged from serving the Hospital.

That the names of Benefactors bequeathing legacies, and of all Contributors of the sum of ten guineas, exclusive of their Subscriptions, be painted with their respective Benefactions; and that all smaller contributions be entered in one article, as sundry donations given in each year.

That the names of all Governors and Subscribers, with the sums they subscribe,
be

be printed alphabetically on large sheets of paper, with a distance between each letter, to leave room for the names of new Subscribers.

That the names of all perpetual and honorary Governors be printed on one sheet of paper; and the names of all annual Subscribers on four separate sheets, according to the quarter in which their subscriptions become due: and that the names of persons who have subscribed before the 11th of November, 1746, be marked with a G, to distinguish them as Governors.

That the above lists be constantly fixt up in the Committee Room.

That Mess. COUTTS, in the *Strand*; Mess. FULLER and Co. in *Birchin-lane*; Mess. HOARES, *Fleet-street*; Mr. DRUMMOND, *Charing-cross*; Mess. BACKWELL, HART, DARREL, and CROFT, in *Pall-mall*, Bankers, be appointed to receive annual subscriptions and benefactions: but that Mess. COUTTS, FULLER and Co. be the only Bankers, into whose hands, the Treasurers shall pay all monies, designed to remain, till they amount to a sum, sufficient to be invested in the public funds.

That

That all sums arising from benefactions for particular uses, and invested in the publick funds, be kept as a separate account to be applied according to the intention of the Benefactor.

That the current expences be supplied as far as possible, from the annual subscriptions, and interest of the several sums, belonging to the Hospital.

That a Quarterly or Special General Court only, be impowered to apply all other monies belonging to the Hospital, (except such as are set aside for particular purposes) to any use, the majority of Governors present at such Court, shall think best for the Charity.

That the Physicians and Surgeons be allowed pupils and apprentices; and the Man-Midwife female pupils, to be admitted by the Weekly Board, and their names entered in the minutes.

That the House Surgeon be recommended by the Medical Gentlemen, to be confirmed by approbation of a Weekly Board in that office, in which he is to continue no longer than one year and a half.

That

That all patients recommended by Governors and Subscribers, be admitted in or out patients, as the Weekly Board shall determine; and, that accidents be taken in at all times without recommendation.

That none but married women, or widows of persons lately deceased, be admitted to lye-in at this Hospital.

That no woman recommended to the lying-in wards, be admitted without a certificate of her marriage, and proper evidence of the last place of her husband's legal settlement; and that a copy of the evidence be filed, and preserved for the satisfaction of the parish, in which the Hospital is situated.

That no child be admitted unless a housekeeper engages to take away such child, when reported to be discharged.

That the Apothecary, House Surgeon, Secretary, Matron, assistant Matron, and all other servants, shall, besides their wages, be provided with lodging, washing, and board, as regulated under the title of diet.

D

That

That all patients dying, unless taken away by their friends, be buried at the expence of the Charity ; but, if patients brought by any parish should die on the day of admission, or soon after, application be made to the parish to bury them.

That there be an annual feast, at the direction of a Committee to be appointed for that purpose.

That a poor's box be provided with two keys, to be lodged with the Treasurers ; and that the money collected therein be taken out the last Tuesday in every quarter.

That no servant be hired on terms of a month's wages, or a month's warning ; and, that gratuities be given to servants, who may be thought by a General Court or Weekly Board to have deserved them.

That the servants have inventories delivered of such things as may be committed to them, and that they be answerable for furniture, utensils and necessaries, in their respective departments ; and that when any thing is broken, spoiled, or worn out, they report the same to the Matron.

That

That all servants on being hired, be acquainted, that they are to do any business the necessity of the Charity requires, tho' not immediately belonging to their particular station.

That no visitors be admitted into the wards, kitchen, or laundry, on Sundays, to the servants or nurses, without leave of the Apothecary, Secretary or Matron; and that this order be printed and fixt up in some conspicuous part of the Hospital, that every servant may be acquainted therewith.

That all servants be ordered to sift the cinders of the particular wards and apartments they have the care of. *Rules respecting servants.*

That the laws, rules, and orders, respecting the conduct and behaviour of the inferior officers and servants, be read to them by the Secretary on their admission.

That the laws, rules, and orders, respecting the inferior officers, servants, and patients, be fixt up in their several wards and apartments.

That no officer, servant, or patient discharged for misconduct or ill behaviour, be ever re-admitted.

That the officers and servants, do dine at half after two every day, and sup at eight in the winter, and nine in the summer.

That a table of the diet, and quantities daily allowed to the respective patients, be fixt up in every ward, and that patients on low diet, be always served first.

That no officer, servant, or other person belonging to this Hospital, shall on any pretence, directly, or indirectly, take a fee, reward, or gratuity, from any person whatever, on pain of immediate expulsion ; and that this order be fixt up in the most conspicuous part of every ward.

That General Courts alone, be invested with the power of making laws for the Hospital.

QUAR-

QUARTERLY GENERAL COURTS.

That the meeting of all Quarterly General Courts, be at eleven in the morning; and that in cases of an election, such Courts do consist of fifteen Governors, and not less : but, on all other occasions, if fifteen Governors shall not be present at twelve o'Clock, nine shall be sufficient to act.

That, in some one, or more of the public papers, notice be given of such Quarterly Court, by order of a Weekly Board, ten days at least before the day of meeting ; and that the Secretary, do send summonses to every Governor six days at least before the holding such Court ; and that the following N. B. be added to the summons.

N. B. The Court will proceed to business exactly at twelve o'Clock.

That at every Quarterly General Court, the minutes of the preceding Quarterly Court be first read ; and if approved, confirmed : but, if any part of them be disapproved by the majority of Governors present,

present, it shall be altered as the Quarterly Court shall think proper.

Secondly, That the minutes of all Weekly Boards from the preceding Quarterly Court, be read and determined in like manner.

Thirdly, That the minutes of every Special General Court, called between the Quarterly Courts, be read, and in like manner determined.

Fourthly, That the minutes of the Medical Committee from the preceding Quarterly Court, be read, and in like manner determined.

Fifthly, That the report of the Committee of accounts for the same period of time, be read, and in like manner determined.

Sixthly, That the reports of any other Committees appointed between the Quarterly Courts, be read, and in like manner determined.

That the Quarterly General Court, after the business is regularly finished, may proceed to any new matter referred to their

their discussion, of which the Governors shall have had notice in their summonses ; and that the same shall be considered and determined upon : But that no new matter be attended to, 'till the common business is finished.

That no new matter be received but as a proposal ; and if the majority of Governors present, should vote such proposal worthy of farther consideration, it shall be minuted and referred to the subsequent Quarterly or Special General Court, called for that purpose.

That a Quarterly General Court be directed in all other proceedings by the General laws.

SPECIAL GENERAL COURTS.

That the business of every Special General Court be expressed and delivered in Writing ; and such Court being called by the Treasurers, or any other five Governors, the business to be signed by them, and entered in the minutes of a Weekly Board.

That

That every Special General Court do consist of fifteen Governors, and not less; and in every other respect, be subject to the regulations mentioned for the Quarterly General Courts, and to the General Laws.

That within ten days after a Special General Court is ordered, notice be given in one or more of the public papers, at least six days; and that summonses expressing the particular business, be sent to the Governors, at least five Days before the holding of such Special Court.

WEEKLY BOARDS.

That at every Weekly Board, three Governors present, be sufficient to constitute a Board; and that the Chairman be chosen by them, with preference to the persons nominated for that Board.

That at the hour of eleven, any one Governor present, be at liberty to call for the commendatory letters; that the Secretary may examine, whether they come
from

from Governors who have complied with the Laws of the Hospital: and if it should appear, that any Governor signing a letter, has an in-patient at that time on the books; that the Secretary be ordered to inform such Governor thereof, by a letter, specifying the reason of his recommendation not being attended to.

That when the recommendatory letters are approved, they be given to the patients, to be delivered by them to the gentlemen of the faculty, who are to determine, whether the persons recommended, are proper for in or out-patients.

That while the Secretary is examining the letters, the Governor or Governors present, do proceed, to discharge all patients reported fit for dismissal.

That when this business is finished, the Governors present, do admit the in and out-patients recommended, with particular attention to such objects as appear to stand most in need of immediate relief.

That no patient be deemed incurable and discharged as such, without the con-

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sent

sent and approbation of the majority of the medical gentlemen.

That when the business of discharging and admitting patients is finished, the Weekly Board do order the minutes of the preceding Weekly Board to be read; to confirm them, if approved; or to alter and amend as the majority of the Governors present shall determine: but, if the number of Governors present, be not sufficient to form a Weekly Board, then the last mentioned business, as well as all other, not immediately necessary for the conduct of the Charity, be deferred till such a board can be obtained, according to the laws of the Hospital.

That the Governors at the Weekly Board, do inspect, audit, settle, and sign the weekly expences of the Secretary and Matron.

That, every week, they do appoint two Governors, or Subscribers, who are not officers of the House, to visit the Hospital: whose reports are to be written in the books for that purpose, and signed by them.

That

That they have power to regulate the conduct of the Hospital, by any necessary rules and orders, consistent with the general laws.

That they do examine the conduct of the House Surgeon, Apothecary, and pupils, and also the behaviour of the servants and patients ; and that for these purposes they appoint a visitor, who shall make a report to the Board.

That they consider all reports from the Committee of accounts, and order such tradesmens bills to be paid as they shall think proper ; inserting in the minutes of the Weekly Board, their reason for postponing the payment of any bill presented to them.

That they order the Secretary to collect the tradesmens bills within ten days after every quarter day ; and when the Secretary shall have received them, that they send summonses to the Committee of accounts, appointing a day to meet and audit the same.

That after the business is regularly finished, any resolution of the majority of the Governors present, on any new matter be referred, and determined upon, as directed for the Quarterly General Courts; provided it be entered in their minutes, on, or before the third Board day, preceding such Quarterly Court.

MEDICAL COMMITTEE.

That three of the Committee present, be sufficient to constitute a Board; to whose immediate direction, all medical business whatsoever is to be submitted; with a power of making rules and orders necessary for conducting the same.

That this Committee do inspect the Surgery, Elaboratory, and Apothecary's shop; see every thing therein properly managed; and have the right of examining all medicines, drugs, utensils, and other necessities belonging to their department, and of ordering them to be purchased.

That

That samples of all drugs from different druggists, with the prices affixed be laid before this Committee.

That they examine and give directions concerning the diet of the patients.

COMMITTEE OF ACCOUNTS.

That this Committee do consist of twelve Governors, and that they meet according to the summonses of the Weekly Board ; and that three Governors, and not less, do constitute a Board of this Committee.

That they examine all bills delivered in, and audit the same, by comparing them, and their bills of parcels, with the accounts kept in the books of the Hospital.

That once in every year, not less than fourteen days before the Quarterly General Court to be held on the first Thursday in February, they do meet, and audit the several payments and receipts of the treasurers to the 31st of December preceding, inclusive ; and take an account of the
balance

balance in their hands, or invested in the public funds or other securities ; and also draw up and return in writing a general state of the debts and credits of the Hospital.

That they prepare the usual annual account to be printed for the inspection of all the Governors, and that the same be delivered at the Quarterly General Court in February.

T R E A S U R E R S.

That the two joint Treasurers do receive all interest due, and monies paid in for the use of the Hospital, and do keep a regular account-book, in which the sums received shall be entered.

That, in this account-book, be particularly specified, the names of persons by whom such monies have been given, the manner in which the payments have been made, and the purpose for which they are designed.

That

That out of the money received by them, they do pay all sums whatever, necessary for the service and support of the Charity, as directed by any General Court, or Weekly Board ; and that they keep a written account of all such payments.

That all monies, be deposited in the hands of a banker, for the use of the Hospital ; and that from time to time, when it shall appear to any General Court, or Weekly Board, that they amount to a competent sum, the same be invested by the Treasurers in some of the public funds, or other securities, as shall be thought most advantageous ; and that the stock in the funds so purchased, be transferred into the joint names of the Treasurers for the time being, in trust for the Charity : and that the Treasurers do accordingly execute a declaration of trust, reporting the same to the Weekly Board, to be entered in their minutes.

That each declaration of trust executed by the Treasurers, be lodged in the Hospital,

That

That when the committee of accounts meet, for the inspection of the annual accounts, the Treasurers do lay before them a written account of their receipts and payments for the year, to the 31st of December preceding, inclusive, together with a particular account of all monies whatsoever belonging to the hospital.

That the treasurers bring all monies found in the poor's box to their general account of receipts.

That after each quarter day, the Treasurers do instruct the collector, what persons he is to apply to, for payment of the annual subscriptions, and do furnish him with proper receipts.

That the Treasurers do settle their accounts with the Collector every Week.

C H A P L A I N,

That it be the duty of the Chaplain to read prayers in the Hospital, on Wednesdays and Fridays; and to preach every Sunday at six in the evening; and that he baptize

baptize the children born in the Hospital, immediately after reading the second lesson.

That he attend and visit the patients, when called upon, read prayers to them, and instruct them in their duty, according to the principles of the Protestant religion; and that he be allowed a salary.

MEDICAL DEPARTMENT.

That a Physician, eligible to this Hospital, be either a fellow, candidate, or licenciate of the College of Physicians, or a graduate of the universities of Oxford, Cambridge, or Dublin.

That the Man-Midwife, eligible to this Hospital, have a degree of doctor of physic.

That the Surgeon, eligible to the Hospital, be regularly bred to that profession, and not practising as an apothecary; and that he be a member of the Surgeons company.

That the Physicians, Man-Midwife, and Surgeons shall attach themselves to the

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in-

interest of this Hospital; and shall not belong to any other hospital, or infirmary, while they continue to officiate in this Charity; nor be employed in any public capacity, that may render them liable to be called away from their attendance on this Hospital, except Physicians and Surgeons in his Majesty's service.

That one Physician and one Surgeon, by turns shall attend at eleven every Tuesday morning, to examine and admit patients properly recommended; and that such patients do remain under the care of such respective Physicians, or Surgeons, till discharged from the Hospital.

That the Physicians, and Surgeons, do meet for consultation, every Monday at eleven in the morning; but that no consultation be held on any patient, unless desired by the person who has the care of such patient.

That on every Monday, the Physician and Surgeon do deliver to the Apothecary in writing, an account of patients fit to be discharged at the next Weekly Board.

That

That the Physician of the week, and the Man-Midwife, do attend the Weekly board on Tuesdays and Saturdays in every week; and the other Physicians, alternately on the intermediate days; and the Surgeons every day if necessary.

That in case of any medical person being prevented by illness, or other accidental cause, from attending his duty, the patients be taken care of, by some other of the medical gentlemen belonging to this Hospital, appointed by the absent person: and, if from any such cause, the business should require more attendance than can be conveniently divided among the rest of the faculty, that they have then the liberty, to recommend to the Weekly Board, any person, or persons, properly qualified, to officiate for the absent person, or persons; and that the person, or persons, so recommended, be submitted to the approbation of the Weekly Board, and their names entered in the minutes.

That no gentleman of the faculty belonging to this Hospital, absent himself

without acquainting the Weekly Board ; and unless his duty be provided for in the manner before directed.

That no Surgeon perform any capital operation, without a consultation with the Physicians and Surgeons, summoned for that purpose ; except in cases of absolute necessity.

A P O T H E C A R Y.

That the person eligible to this office be a single man, residing in the Hospital, and engaged in no other business, but that of this Charity ; and that he have a salary, without any gratuity ; and be allowed the privilege of taking one apprentice, and one pupil ; each to pay fifteen guineas per annum, for his board, lodging, and washing, unless otherwise ordered by a General Court.

That the Apothecary never quit the Hospital, at the same time as the House Surgeon, nor at the stated hours the medical gentlemen attend ; nor be absent
after

after eleven at night, without leave of a Weekly Board.

That he enter in his book, and lay before every Weekly Board, the names of patients to be discharged ; and of all who have been in the House two months.

That he keep a regular account of all drugs, medicines, and necessaries brought into the Apothecary's shop, and elaboratory, according to the bills of parcels delivered ; and that he take care the utensils, medicines, &c. under his inspection, be neither wasted nor mis-applied.

That on the Wednesday preceding every Quarterly Court, he do prepare for their inspection, a list of all in-patients, and the dates of their admittance in the Hospital, with the name of their respective Physician and Surgeon : and a list of all out patients who have been on the books above two months.

That he enter in his Weekly account all medical and chirurgical patients admitted and discharged ; those who have died, and such as have been buried by the Hospital or otherwise.

That

That he dispense all medicines to the patients, according to the direction of their respective Physician, Man-Midwife, or Surgeon.

That he observe all orders of any Court, Weekly Board, and medical Committee.

That he fix a ticket on every bed, specifying the patient's name, disorder, and time of admission ; with the name of their Physician and Surgeon, and recommending Governor, and the place of the patient's last abode.

That he daily acquaint the Matron with the number of patients on each diet.

That he enter in a book fairly written, all medicines, specifying the quantities, and the time when made up by him, for the inspection of the medical Committee.

That he, or the House Surgeon, sign all tickets for leave of absence to medical in-patients.

S E C R E T A R Y.

That the person eligible to this office be a single man, residing in the Hospital, and fol-

following no other employment ; and that he have a salary, and give such security as a Weekly Board may think sufficient.

That the Secretary attend the meetings of all Courts, Weekly Boards, and Committees, and do not absent himself, or lay out of the Hospital without leave from a Weekly Board,

That he make entries, fairly written, of all the transactions of every Court, Board, and Committee, in the books for that purpose ; and do not enter any thing, but by order of such meeting, nor alter or erase any part of them, or allow any person to do the same, without informing the next Weekly Board.

That he write and send all letters, and execute all orders, he may receive from any Court, Weekly Board, or Committee.

That he take care to keep the quarterly lists of the Governors perfectly compleat.

That he keep a correct list of the date and value of all new subscriptions, with the Subscribers names, and take care to
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insert the same in the quarterly lists at the proper time.

That he enter, every day, in the day book, each bill of parcels delivered in, specifying the respective articles.

That he enter, and fairly keep a regular account, as usual, of all sums whatsoever received, specifying by whom, and for what purposes given; and per contra all monies disbursed; in the same manner as has hitherto been practised, and also in a separate book according to the method annexed.

That when the Committee of accounts shall have passed the tradesmen's bills, and ordered them to be presented to the Weekly Board for payment; the Secretary do lay before the Weekly Board, the balance of current cash in their hands, that they may regulate their proceedings accordingly.

That he lay before each Weekly Board for their examination, all monies received and disbursed by him for petty expences; and that he settle the balance of each week, carry forward the remainder, and enter quarterly, in the account as above, the sum total of such expences.

That he regularly keep the several books, papers, and accounts, letters, affidavits, and all other papers within the Hospital, in such manner as they may be readily referred to.

That he keep a compleat register of the dates and names of all children born and baptized, with the christian and surnames of their parents, and the name of the pa-

rish or place where the settlement of each child is.

That he keep a list of all nurses approved by a Weekly Board.

That, when ordered, he send a letter to every annual Subscriber, informing them, that their subscriptions in advance for the current year are due ; and report the same to the next Weekly Board.

That on any vacancy of officers to be elected by a General Court, he do give the earliest notice, either to the next Weekly Board, or to the Treasurers, whichever he can first inform ; and that he execute their orders accordingly by the general rules for that purpose.

That, from Michaelmas to Lady-Day, he see all out doors of the Hospital locked at seven in the evening, and opened at eight in the morning ; and from Lady-day to Michaelmas, at ten in the evening, and six in the morning, and that he receive the keys from the porter every night at eleven.

M A-

M A T R O N.

That the person eligible to this office be a single Woman, residing in the Hospital, and that she produce sufficient proof of her being well skilled in midwifery; but, that she be not allowed to practice out of the Hospital without leave of a Weekly board: and that she have a salary.

That she inspect and take proper care of all household goods and furniture; and that on the Weekly Board day preceding each Quarterly Court in August, or at any other time when required, she do make out an inventory of all such goods, and furniture, specifying the condition they are in.

That she take care the provisions be not wasted or conveyed out of the house.

That she superintend the assistant Matron, Nurses, Cook, house-Maid, laundry-Maid, patients, and all other servants under her; see they do their duty according to the laws of the Hospital, and re-
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port any misbehaviour or neglect to the Weekly Board.

That she take care the servants carry the ashes to the proper place, to sift the cinders of their respective departments.

That she attend the lying-in women, and deliver them in easy and natural labours; but, that in difficult cases she send for the Man-Midwife.

That she hire and employ the Nurses by priority from the Secretary's book.

That she see all the meat and other provisions weighed, mark any difference on the respective bills of parcels, and report the same to the next Weekly Board.

That she lay before each Weekly Board for their examination, an account of all monies received and disbursed by her for petty expences; and that she settle the balance weekly, and carry forward the remainder.

A S S I S T A N T M A T R O N.

That the person eligible to this office be a single woman, residing in the Hospital,

pital, capable of producing the same proof of skill in midwifery as the Matron ; that she be subject to the same rules, and have a salary.

That she assist the Matron, and in case of her absence, or illness, do conduct and manage the business of the Hospital in like manner.

HOUSE VISITORS.

That all Governors and Subscribers visiting the Hospital, have white wands delivered to them by the porter, as a mark of their being on that service.

That visiting Governors or Subscribers inquire, whether the patients have been carefully attended ; whether provisions have been duly distributed ; and whether the patients or servants have been guilty of any improper or disorderly behaviour ; and that their report be laid before the next Weekly Board.

V A-

VACANCIES, CANDIDATES, AND ELECTIONS,

That, on any vacancy to be filled up by election at a General Court, the Secretary, by order of the Weekly Board, or of the Treasurers, do insert, in one or more of the public papers, the following form of advertisement; and do report to the next Weekly Board, the day when it was inserted; and that a minute be made thereof.

MIDDLESEX HOSPITAL FOR SICK AND LAME AND LYING-IN MARRIED WOMEN.

By the death (resignation or otherwise) of A. B. ————— to this Hospital, a vacancy is hereby declared.

By order of the Weekly Board (or Treasurers)

Signed ————— Secretary.

That

That the publication of the above advertisement be deemed the declaration of such vacancy, and that any person intending to be a candidate, may canvass and make interest from that day: but, if it shall appear, that any person admitted as a candidate, has made interest to obtain any votes, letters, or promises, before the insertion of such advertisement, such person shall be deemed ineligible.

That, after the declaration of a vacancy, any person may offer him, or herself, as a candidate, to the next or any subsequent Weekly Board; and, that his, or her name be entered in the minutes as such, in case the Weekly Board shall think proper: provided, nevertheless, that the name of every candidate be entered into the minutes of a Weekly Board, on or before the Board day, next but one, preceding the day of election.

That no person, who is not entered as a candidate in the minutes of a Weekly Board, be capable of being ballotted for.

That the day of election for supplying any vacancy, be fixed, at least one month

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and

and not more than two, after the day such vacancy shall have been declared.

RULES AT AN ELECTION BY BALLOT.

That on the day of election, the chairman shall first order the names of the candidates to be read, together with all minutes made by the several Weekly Boards, respecting the election; and that the names of all candidates approved by the Governors present, be entered into the minutes of that day, and that they be ballotted for accordingly.

That at all elections, the Secretary do make out a compleat alphabetical list of Governors having a right to vote.

That the chairman then appoint two Governors to receive the ballots, and two more to mark off the names of Governors voting.

That one or more glassés, with the tops covered with leather, be provided, with a sufficient opening to receive the balloting papers.

That

That an equal number of balloting papers, of equal size, with the names of the several candidates printed upon them be provided.

That two papers be prepared with columns, and intrusted to the care of two Governors, who are to mark down under each candidate's name, the votes declared in their favor.

That the balloting glasses be placed in some conspicuous part of the room ; and that the Governors appointed to them, do not receive the ticket of the balloting Governor, till his name shall be marked off in the list.

That files be provided to receive the balloting papers for each candidate, and that one Governor be appointed to each file.

That, at all elections, the ballot begin at eleven in the morning, and be closed at two precisely ; when the balloting glasses shall be placed before the Chairman, and the candidates shall withdraw.

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That, at all elections, the ballot begin at eleven in the morning, and be closed at two precisely ; when the balloting glasses shall be placed before the Chairman, and the candidates shall withdraw.

That the Chairman then receive and examine the ladies letters and proxies ; and delivering them to be placed on the respective files, declare the name of the candidate for whom they are intended.

That the Chairman do then open the balloting-glasses, and take out the papers one by one, naming the candidate expressed therein ; and deliver them to be put on the proper files.

That when all the balloting-papers are filed, the numbers for each candidate be carefully cast up, and declared ; and if there be any difference, the numbers be again compared with the files.

That as soon as the several numbers are determined, they be entered in the minute book, opposite to the name of the candidate to whom they belong ; and that the candidate who has the majority be declared, and minuted in the books, duly elected.

That the Chairman then having the candidates called into the room, to declare before them the person elected.

C O L.

C O L L E C T O R.

That the person employed in this Office, shall find two responsible securities, approved by a Weekly Board, who shall jointly and severally, be bound in a bond of three hundred pounds, for the faithful discharge of his trust.

That the Collector have a salary for his trouble.

That he obey, and strictly observe, all orders he may receive from the Treasurers, Weekly Board, or any Court.

That if he finds it necessary when employed to collect the several subscriptions, to leave a receipt at any Governor's house, without receiving the subscription money, he do report the same to the next Weekly Board.

That, every week, at the time appointed by the Treasurers, he give an account of all monies received.

H O U S E

HOUSE SURGEON, PUPILS, AND APPRENTICES.

That the pupil, admitted as House Surgeon, do reside in the Hospital, and be one, who has served five years regular apprenticeship to a surgeon ; and that he pay on admission fifteen guineas for his board for the space of one year ; and at the same rate for any longer term.

That he never quit the house at the same time with the Apothecary, nor without leave of the Surgeon in waiting ; who is then to depute a proper person to act for him.

That he attend the dressing of all patients, minute down all instructions to them, and all messages to the Physicians ; strictly observing all directions given him by the medical gentlemen.

That he never perform any operation of consequence, except in cases of immediate necessity.

That he keep the key of the dead house, see all patients deceased, deposited there-
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in: but, that he never suffer any patient, dying in the Hospital, to be opened, except in the presence of one of the Physicians or Surgeons.

That he attend the pupils and apprentices in the surgery, and see they act decently and orderly, conformable to the laws, rules and orders of the Hospital, and report the same to the next Surgeon, who attends; in default of which, he shall be censured or expelled as the Weekly Board shall think fit.

That he see the pupils and apprentices dress the patients before one o'Clock at noon, if possible, and report every negligence or misbehaviour to the medical gentlemen, and to the next Weekly Board.

That he make a return to the Apothecary every Monday evening of all accidents, of the in and out patients under the care of the Surgeons, and the number of patients to be discharged between the Board days.

That he or the Apothecary, sign all tickets for leave of absence to surgical in
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patients, and give the proper note to those who are to return thanks at the Weekly Boards, and discharge all such out of the Surgeons books.

That no male pupil or apprentice on any account attend the lying-in-wards, nor enter those of other female patients, but at the stated time of dressing.

That they never enter the Apothecary's shop or laboratory, nor stay in the Hospital after the business is finished; and while there, that they behave orderly and regularly, in strict conformity to the laws of the Hospital.

That the female pupils attending the lying-in wards, be wives or widows, past the age of twenty-six; and do produce certificates of their characters signed by two creditable housekeepers.

That they be examined and approved by by the Man-Midwife, and by him recommended to the Weekly Board.

That one female pupil be admitted every three months, provided there are but two in the house at the same time.

That

That each female pupil shall enter for six months, except such as produce a certificate of their being instructed in midwifery, and by whom; who may be admitted for three months only; and that each female pupil shall pay on admission, six pounds ten shillings in advance for thirteen weeks lodging, board and washing in the Hospital: and those entering for six months, shall, a fortnight before the first three months are expired, pay in advance the same sum for the remaining three months.

N U R S E S.

That, in the summer half year they clean their wards every morning before seven, and before nine in the winter.

That, in their several wards, they take care that all fragments of bread be collected every morning, and see they are not wasted; and that no provisions be carried out of the Hospital by the patients, or brought in for them by their visitors.

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That

That they sift the cinders of their respective wards, and strictly observe all orders given them by the matron.

That they treat all strangers with civility, and the patients with tenderness; and on the decease of any patient in their ward, do immediately report the same to the House Surgeon or apothecary.

P O R T E R.

That he constantly attend the doors, and all meetings of the Governors, and do not suffer any in-patient to go out of the Hospital without the proper ticket of leave: and, that he examine all patients and their visitors going out of, or coming into the Hospital, and take care they carry away nothing belonging to this Charity.

That he carry out letters and summonses; and when ordered out on the business of the Hospital, do acquaint the Apothecary, that the surgery-man, or some other person, may be appointed to do his duty during his absence.

That

That he never absent himself without leave of the Apothecary, Secretary or Matron, and without his duty being provided for.

That he keep the keys of the doors, and deliver them to the Secretary every night at eleven; with an account of all persons belonging to the Hospital, then absent; whose names he is to enter in a book to be delivered to the Weekly Board.

That he sift the cinders in the hall,

ELABORATORY MAN AND SURGERY MAN.

That they execute all orders issued by the Weekly Board, or medical committee.

INFERIOR SERVANTS.

That they strictly obey all directions they may receive from the Matron or her assistant; and observe the general laws, rules and orders of the Hospital.

P A T I E N T S.

That all persons attend with their letters of recommendation, by eleven in the forenoon, and that no letters be received after that hour.

That all out-patients provide fillets for bleeding, phials and gallipots for medicine; and neglecting to attend one week, when ordered, be discharged, unless satisfactory excuse is made.

That, in summer, the patients breakfast at eight in the morning, dine at one, sup at seven, and go to bed at nine; and, in the winter, breakfast at nine, dine at one, sup at seven, and go to bed at eight.

That no person be suffered to bring liquors or provisions to the patients.

That no patient talk out of the windows, nor in bed after nine o'Clock.

That male and female patients never go into each others wards, without leave of the Matron.

That no gaming or smoking, be suffered in the Hospital.

That

That all patients when aggrieved, complain to the Weekly Board.

That all patients fit to be employed in scraping lint, or who may be otherwise serviceable, shall comply with all orders they may receive from the Apothecary or House Surgeon, or on refusal be discharged.

That all patients behave orderly, decently, and regularly, and attend prayers when able.

That all patients to be discharged, return thanks to the Weekly Board, and to the recommending Governor or Subscriber.

That no patient lie out of the Hospital, without a written leave from the medical gentlemen, under whose care such patient is,

LYING-IN PATIENTS.

That forms of affidavits be provided, with blank spaces for inserting the names, time and place of marriage, of all women recommended to lie-in.

That

That all lying-in patients be admitted as near the time of delivery as the Matron shall judge convenient, taken care of till recovered, and discharged whenever the Man-Midwife thinks fit.

That all women admitted as lying-in patients, and not being in labour, after having remained a sufficient time in the Hospital, be discharged, and received again, when necessary.

That every lying-in patient not coming into the Hospital within two months after having been accepted by a Weekly Board, be not received after that time, without a fresh recommendation.

That no lying-in patient be permitted on any pretence, to go out with her child, nor till the child has been baptized.

That every lying-in patient, on admission, bring with her proper clothing for her child.

That all children born, while they remain in the Hospital, shall be dressed in the cloaths belonging to the Charity ; but
that

that the child shall be cloathed by the mother, when they are discharged.

D I E T.

That the diet of the officers and servants of the House, be daily a pound of meat; butter and cheefe, of each two ounces; with such allowance of bread and beer, as shall be thought necessary.

DIET FOR LYING-IN WOMEN.

White caudle, rice and water gruel, *Low diet.*
bread and butter, barley water, sage tea,
small broth of veal or mutton; beer caudle, boiled or roast mutton, beef, veal, *Full diet.*
pork, or fish; good broth, bread, and
cheefe; small beer at the Matron's discretion.

DIET FOR SICK AND LAME PATIENTS.

That the diet for the sick and lame patients, be as follows,

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(64)

DAYS.	FULL DIET.	Middling.	Low.
	BREAKFAST.		
Monday, Wednesday, Friday, Sunday,	One pint of water gruel.	Ditto.	Ditto.
Tuesday, Thursday, Saturday.			
	DINNER.		
Monday, Wednesday, Friday, Sunday.	Half a pound of veal, mutton, or beef, and a pint of broth.	A quarter of a pound of ditto and broth.	Two ounces of ditto, and broth.
Tuesday, Thursday, Saturday.			
	SUPPER.		
Monday, Wednesday, Friday, Sunday.	One pint of broth.	Ditto.	Ditto.
Tuesday, Thursday, Saturday.			
	PATIENTS ON FULL DIET.		
Monday, Wednesday, Friday, Sunday.	A loaf of bread a day, the quantity of a twentieth part of a peck; a quart of beer the winter half year, and three pints in the summer.	Bread the same, Half the quantity of beer.	Ditto.
Tuesday, Thursday, Saturday.			

That the orders and regulations herein contained, be the established laws of the Hospital; and, that no alteration be made in them, unless proposed at one General Court, and confirmed by the next.